



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**INVESTIGATOR ASSISTANT
SAN FERNANDO VALLEY REGIONAL OFFICE
FRAUD DIVISION
\$2,531 - \$2,877**

RESPONSIBILITIES:

Under close supervision, the Investigator Assistant supports the activities and responsibilities of the Supervising Fraud Investigator II and the activities of the fraud investigative teams in the San Fernando Valley Regional Office. Incumbents will review suspected fraud cases; obtain supplemental information and contact witnesses; assist in the caseload management of a regional office; perform various investigative support activities such as statistical and data collection on criminal cases using a variety of computerized databases, evidence collection, review and preservation; prepare simple investigative charting using computers; prepare reports and other correspondence.

DESIRABLE QUALIFICATIONS:

- Proven ability to participate with other personnel in joint problem solving.
- Ability to complete delegated assignments.
- Ability to act independently upon notification by written or verbal instruction.
- Experience in working with various computer software (i.e. Microsoft Word, Excel, and Access).
- Possesses excellent verbal and written communication skills, including experience in preparing written reports.

WHO MAY APPLY:

Applications will be accepted from current state employees at the Investigator Assistant level or within transfer range, or from persons who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed, however, only the most qualified candidates will be interviewed. ***Applicants must clearly indicate basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Inez Armstrong, Department of Insurance Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. ***Please indicate, "SAN FERNANDO VALLEY Investigator Assistant, #413-086-8554-001".*** For more information, call (916) 492-3271.

FINAL FILING DATE: November 27, 2000 or Until Filled

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

tc11/14/00